



Environmental Management Consolidated Business Center (EMCBC)

Subject: Execution and Distribution of Award Documents

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: OFFICE OF CONTRACTS

1.0 PURPOSE

To provide guidance to the Office of Contracting (OOC) staff regarding the execution and distribution of simplified purchase orders, contracts, financial assistance, and interagency agreement award documents

2.0 SCOPE

The scope of this procedure is to ensure that all OOC staff understands their role in the execution and distribution of simplified purchase orders, contracts, financial assistance, and interagency agreement award documents

3.0 APPLICABILITY

All OOC personnel shall comply with this procedure.

4.0 REQUIREMENTS

4.1 FAR 4.1, Contract Execution

4.2 FAR 4.2, Contract Distribution

5.0 DEFINITIONS – NOT APPLICABLE

6.0 RESPONSIBILITIES

Contract Specialist (CS)/Contracting Officer (CO):

The CS/CO is responsible for compliance with all aspects of this procedure.

7.0 GENERAL INFORMATION – NOT APPLICABLE

8.0 PROCEDURE

8.1 Award Document Execution Procedure

8.1.1 Contracts/Modifications

8.1.1.1 Bilateral Documents

- 8.1.1.1.1 After appropriate reviews have been conducted, three copies of the final contract or award document shall be transmitted to the contractor for signature with a cover letter (See Attachment C, IP-540-05-F3, "Transmittal Letter for Contractor Signature") requesting signature and return of two fully executed copies.
- 8.1.1.1.2 After two signed copies of the contract document are received from the contractor, obtain the signature of the CO and return one fully executed copy to the Contractor.

In urgent situations, it may be necessary for the Government to sign the contract document first. In such cases, the Team Leader approval should be obtained, and the transmittal letter should be modified to indicate that the contract document will become binding upon execution by the Contractor. The contract document should be sent CERTIFIED - RETURN RECEIPT REQUESTED. The transmittal letter should request return of one executed document, and, if applicable, should contain a copy of the CO's Representative (COR) designation letter.

- 8.1.1.1.3 The second fully executed contract or award document becomes the Official Contract File Copy, and should be copied and distributed in accordance with the procedure outlined in 9.0, below.

8.1.1.2 Unilateral Documents

- 8.1.1.2.1 After any necessary reviews, obtain the signature of the CO on two copies of the documents.

8.1.1.2.2 Stamp each copy "ORIGINAL". Forward one copy to the Contractor with an appropriate transmittal letter (See Attachment D, IP-540-05-F4, "Document Transmittal Letter"). The second document should be distributed in accordance with the procedure outlined in 9.0, below.

8.1.2 Financial Assistance Awards

8.1.2.1 After appropriate reviews have been conducted, obtain the signature of the CO on two copies.

8.1.2.2 Transmit two copies to the Grantee, requesting signature and the return of one signed copy.

8.1.2.3 The fully executed copy returned by the Recipient becomes the Official File Copy. Copy and distribute in accordance with the procedure outlined in 9.0, below.

8.1.3 Interagency Agreements

8.1.3.1 After appropriate reviews have been conducted, obtain the signature of the CO on two copies of the award document. Stamp each copy "ORIGINAL".

8.1.3.2 Transmit the two copies to the cognizant Federal Agency for signature with an appropriate transmittal letter requesting signature and return of one signed copy.

8.1.3.3 The fully executed copy returned by the cognizant Federal Agency becomes the Official File Copy, and should be copied and distributed in accordance with the procedure outlined in 9.0, below.

8.2 Award Document Distribution Procedure

8.2.1 Distribution of the Award Document

The CS/CO shall prepare a formal cover letter (See Attachment D, IP-540-05-F4, "Document Transmittal Letter") to contractors, grantees, and other Federal agencies and include it with the award document. The cognizant Small Business Administration (SBA) office shall be provided a copy of any awards, including contract modifications, involving 8(a) firms.

8.2.2 Distribution Record

- 8.2.2.1 The CS shall complete a Distribution Record (Attachment A, IP-540-05-F1, "Distribution Record – Contracts, Financial Assistance, Interagency Agreements"). Distribution shall be made, **either by the CS or the Procurement Technician**, in accordance with the Distribution Record, including any special distribution instructions annotated by the CS. The Distribution Record shall be made a part of the contract file.
- 8.2.2.2 For simplified acquisitions, the Purchasing Agent shall complete a "Purchase Order Distribution" or "Modification Distribution" form (Attachment B, IP-540-05-F2, "Purchase Order/Modification Distribution"), and attach any and all purchase order documents for copying and distribution.

8.2.3 Time Standards

Distribution of award documents, including modifications, is to be made within one (1) workday after execution by the CO. If the contractor has signed the contract document after the CO, distribution is to be made within one (1) workday after receipt of the executed document from the contractor.

9.0 RECORDS MAINTENANCE

9.1 Records generated as a result of implementing the document are identified as follows:

9.1.1 IP-540-05-F1, "Distribution Record - Contracts, Financial Assistance, Interagency Agreements"

9.1.2 IP-540-05-F2, "Purchase Order/Modification Distribution"

10.0 FORMS USED

10.1 Forms used shall be the latest revision unless otherwise stated.

10.1.1 IP-540-05-F1, "Distribution Record - Contracts, Financial Assistance, Interagency Agreements"

10.1.2 IP-540-05-F2, "Purchase Order/Modification Distribution"

11.0 ATTACHMENTS

- 11.1 Attachment A - IP-540-05-F1, “Distribution Record - Contracts, Financial Assistance, Interagency Agreements”
- 11.2 Attachment B - IP-540-05-F2, “Purchase Order/Modification Distribution”
- 11.3 Attachment C – Sample, “Transmittal Letter for Contractor Signature”
- 11.4 Attachment D – Sample, “Document Transmittal Letter”

DISTRIBUTION RECORD

Mark appropriate blocks and submit to Contract Support Team. **(Note: Change this if decision is to have procurement tech do distribution.)**

☐ Contract or ☐ Contract Modification

Number: _____ Mod. No.: _____

<input type="checkbox"/> Distribution, Non-M&O:	<u>Original</u>	<u>Duplicate</u>
<input type="checkbox"/> Office of Contracting (OOC) File	1	
<input type="checkbox"/> Office of Financial Management (OFM) Planning Team		1
<input type="checkbox"/> OFM Budget Team		1
<input type="checkbox"/> OFM Finance Team		1
<input type="checkbox"/> Project Manager/Initiator (PR Item 12)		1
<input type="checkbox"/> Program Reviewing Official (PR Item 35)		1
<input type="checkbox"/> Contracting Officer's Representative (COR)		1
<input type="checkbox"/> Contractor Human Resource Management (CHRM) Team		1
<input type="checkbox"/> Office of Logistics Management		1
<input type="checkbox"/> Small Business Administration (SBA) (for 8a contracts)		1
<input type="checkbox"/> Small Business Program Manager (SBPM) (if incorporates subcontracting plan)		1
<input type="checkbox"/> Defense Contract Audit Agency (DCAA) Auditor (A copy of the Price Negotiation Memorandum (PNM/Price Competition Memorandum (PCM) IF Field Pricing Assistance has been received Reference Federal Acquisition Regulation (FAR) 15.406-3(b))		1
<input type="checkbox"/> Other _____		1
<input type="checkbox"/> Award Synopsis (\$25,000 and above)		
<input type="checkbox"/> Entered into Federal Procurement Data System (FPDS)		
 <input type="checkbox"/> Distribution, M&O:		
<input type="checkbox"/> OOC File		1
<input type="checkbox"/> OFM Planning Team		1
<input type="checkbox"/> OFM Budget Team		1
<input type="checkbox"/> OFM Finance Team		1
<input type="checkbox"/> Project Manager/Initiator (PR Item 12)		1
<input type="checkbox"/> Program Reviewing Official (PR Item 35)		1
<input type="checkbox"/> Contracting Officer's Representative (COR)		1
<input type="checkbox"/> Contractor Human Resources Management Team		1
<input type="checkbox"/> Office of Logistics Management		1
<input type="checkbox"/> SBPM (if contains subcontracting plan)		1
<input type="checkbox"/> Defense Contract Audit Agency (DCAA) Auditor (A copy of the Price Negotiation Memorandum (PNM/Price Competition Memorandum (PCM) IF Field Pricing Assistance has been received Reference Federal Acquisition Regulation (FAR) 15.406-3(b))		1
<input type="checkbox"/> Other _____		1
<input type="checkbox"/> Award Synopsis (\$25,000 and above)		
<input type="checkbox"/> Entered into Federal Procurement Data System (FPDS)		

☐ Grant, ☐ Cooperative Agreement, or ☐ Interagency Agreement
Number: _____ Mod./Amdt. No.:

<input type="checkbox"/> Distribution:	<u>Original</u>	<u>Duplicate</u>
<input type="checkbox"/> OOC Files	1	
<input type="checkbox"/> OFM Planning Team		1
<input type="checkbox"/> OFM Budget Team		1
<input type="checkbox"/> OFM Finance Team		1
<input type="checkbox"/> DOE Headquarters		2
<input type="checkbox"/> Project Manager/Initiator (PR Item 12)		1
<input type="checkbox"/> Other		

REQUEST SUBMITTED BY: _____ Date:

DISTRIBUTION MADE BY: _____ Date:

PURCHASE ORDER DISTRIBUTION

_____ OOC (for P.O. File)	1 Original
_____ Contractor	1 Original
_____ Finance	1 Duplicate Original
_____ Originator	1 Duplicate Original
_____ Budget	1 Duplicate Original
_____ Oak Ridge Financial Services Division	1 Duplicate Original
_____ Personal Property (Over \$200.00)	1 Duplicate Original
_____ Other (i.e. SBA)	1 Duplicate Original

Distribution Date: _____

MODIFICATION DISTRIBUTION

<input type="checkbox"/> __ 001	<input type="checkbox"/> __ 002	<input type="checkbox"/> __ 003	<input type="checkbox"/> __ 004	<input type="checkbox"/> __ 005
____ OOC Division (for P.O. File)				1 Original
____ Contractor				1 Original
____ Finance				1 Duplicate Original
____ Originator				1 Duplicate Original
____ Budget				1 Duplicate Original
____ Oak Ridge Financial Services Division				1 Duplicate Original
____ Other				1 Duplicate Original

Distribution Date: _____

SAMPLE LETTER

IP-540-05, Rev 1
Attachment C
Page 1 of 1



Department of Energy

**Environmental Management
Consolidated Business Center
250 East 5th Street, Suite 500
Cincinnati, Ohio 45202
(513) 246-0500**

Contractor's Name and Address

EMCBC-

Dear **XXXXXXXXXX**:

Contract No. & Name of Program

Enclosed for your signature are two Government-executed originals of **(include Contract #/Modification #/Grant #)**. The extra copy is furnished for your information and may be retained by you.

It is requested that you return one fully executed original to **(Contract Specialist Name, mailing address/email address)** as soon as possible, but no later than seven (7) days after the date of this letter. When the document has been signed by the Contracting Officer, you will be forwarded an official copy of the contractual document.

If you have any questions regarding this submittal, please contact **(Contract Specialist's Name)** at (513) 246-XXXX.

Sincerely,

(Name of Contracting Officer)
Contracting Officer

Enclosure: As Stated

cc w/enclosure:
Jack Craig, EMCBC
Ralph Holland, EMCBC

SAMPLE LETTER

IP-540-05, Rev 1
Attachment D
Page 1 of 1



Department of Energy

**Environmental Management
Consolidated Business Center
250 East 5th Street, Suite 500
Cincinnati, Ohio 45202
(513) 246-0500**

Contractor's Name and Address

EMCBC-

Dear **XXXXXXXXXX**:

Contract No. & Name of Program

Enclosed please find a copy of the fully executed (**include Contract #/Modification #/Grant #**).

If you have any questions regarding this submittal, please contact (**Contract Specialist's Name**) at (513) 246-**XXXX**.

Sincerely,

(Name of Contracting Officer)
Contracting Officer

Enclosure: As Stated

cc w/enclosure:
Jack Craig, EMCBC
Ralph Holland, EMCBC

EMCBC RECORD OF REVISION**DOCUMENT** - Execution and Distribution of Award Documents

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original Issue	All	10/30/06
	Reviewed/No Changes Required		05/18/12